



STATE OF UTAH
invites applications for the position of:

Office Specialist II

SALARY: \$13.52 Hourly

OPENING DATE: 01/30/19

CLOSING DATE: 02/06/19 11:59 PM

**NUMBER OF
OPENINGS:** 1

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL
BACKGROUND
CHECK:** You must successfully pass a criminal history check.

**DRIVER
LICENSE
REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL
ADDRESS:** 14425 S Bitterbrush Lane Draper, UT 84020

**RECRUITER
INFORMATION:** Natalie Gearheart, ngearheart@utah.gov, 801-545-5659

**OVERTIME
EXEMPT:** No

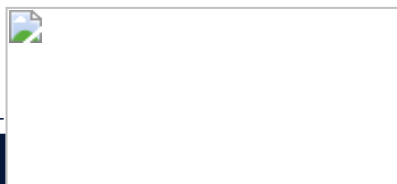
**SCHEDULE
CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO
STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA
NOTIFICATION:** FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance

coverage under the same terms and conditions as if the employee had not taken leave. Information is available at
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or
<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>
(Spanish)

JOB DESCRIPTION:



The Utah Department of Corrections is seeking an Agent Assistant to join the Re-Entry team with Adult Probation and Parole (AP&P) located at the Utah State Prison in Draper, UT. We are looking for a detail oriented candidate with excellent customer service skills to support our team. Using various software programs, the Agent Assistant performs clerical support for AP&P Supervisors and Agents with their caseload, meeting minutes, archives, and the audit team in addition to other administrative duties for the agency.

Principle Duties

As the Agent Assistant, you will perform a variety of clerical support services such as:

- Coordinate information and assist agents and supervisors in clerical aspects of their caseload supervision.
- Prepare Release Packets.
- Meeting minutes.
- Scheduling and coordinating appointments.
- Maintaining calendars.
- Provides authorized agencies with information.
- Prepares probation and parole documents.
- Generates probation and parole agreements.
- Verifies conditions of probation and parole.
- Open, maintain and update investigation files and other records.
- Run warrants or a BCI check.
- Obtain and maintain a BCI (Background Criminal Investigation).
- Maintain Office Supplies.
- Office coverage for other Agent Assistants within AP&P.

The Ideal Candidate

The best qualified individual for Agent Assistant position is someone who:

- Has at least 1 year experience working in a professional office environment.
- Data entry experience.
- Detailed Oriented.
- Work independently with little or no supervision.

Preference

Preference may be given to those who:

- Has working experience in a law enforcement agency.
- Has experience working in the Utah Department of Corrections Archivalware (UDOCA) computer program.

Why You Should Join Our Team

The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. And besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

SUPPLEMENTAL INFORMATION:

The hourly rate for this position is \$13.52 (non-negotiable).

Current UDC employees hourly rate will be based off the promotional policy.

Hiring officials may identify additional related skills and requirements as preferences in making hiring and promotional decision. Only the most qualified applicants will be asked to attend an oral interview.

APPLICANTS MUST ANSWER ALL QUESTIONS, COMPLETE A RESUME, AND SUBMIT THE APPLICATION IN ORDER TO BE CONSIDERED FOR THE POSITION. FAILURE TO DO SO WILL DISQUALIFY YOU FOR THE POSITION.

Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc..

Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #18685
OFFICE SPECIALIST II
NG

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Office Specialist II Supplemental Questionnaire

- * 1. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

☐ I acknowledge that I have read the statements above.

- * 2. This position will require a criminal background check and access to confidential BCI information.
- ☐ I acknowledge that I have read and understand the statement above.
3. Have you ever worked for a law enforcement agency?
- ☐ Yes
☐ No
4. If you are CURRENTLY an employee with the Utah Department of Corrections, please select your number of CURRENT years you have worked for our Department.
- ☐ None
☐ 1 completed year
☐ 2 completed years
☐ 3 completed years
☐ 4 completed years
☐ 5 completed years
☐ 6 completed years
☐ 7 completed years
☐ 8 completed years
☐ 9 completed years
☐ 10 completed years
☐ 11 completed years
☐ 12 completed years
☐ 13 completed years
☐ 14 completed years
☐ 15 completed years
☐ 16 completed years
☐ 17 completed years
☐ 18 completed years
☐ 19 completed years
☐ 20 completed years
☐ 21 completed years
☐ 22 completed years
☐ 23 completed years
☐ 24 completed years
☐ 25+ completed years
- * 5. Do you have any experience you have with the Utah Criminal Justice Information System (UCJIS)?
- ☐ Yes
☐ No
6. Do you have any experience with the Utah Department of Corrections Archivalware (UDOCA) computer program?
- ☐ Yes
☐ No
- * 7. Please select the professional office experience you have.
- ☐ None
☐ Up to six months experience
☐ Up to one year experience
☐ Up to two years experience
☐ Up to three years experience
☐ Up to four years experience
☐ Up to five or more years experience
8. Please provide the dates of employment and employers as listed in your application work profile job duties where you gained your experience working in a professional

office environment. Briefly describe the type of professional duties you performed. If you do not have the experience, please type N/A below.

- * 9. Please select the computer programs you have professional working experience with.

- ☐ None
- ☐ Word
- ☐ Excel
- ☐ Google Drive
- ☐ F-Track
- ☐ O-Track
- ☐ SONAR/Offender Watch
- ☐ ICOTS

- * 10. Please select the number of years of professional experience you have where your daily job duties involved applying a set of standards or procedures to a request to ensure that it is done correctly.

- ☐ None
- ☐ Up to six months experience
- ☐ Up to one year experience
- ☐ Up to two years experience
- ☐ Up to three years experience
- ☐ Up to four years experience
- ☐ Up to five or more years experience

11. Please provide the dates of employment and employers as listed in your application work profile job duties where you gained your experience with applying standards and processes to requests.

- * 12. Please describe in detail your work experience using data entry using software programs. Include the types of software used and the types of data you were responsible to enter and/or update. Please provide employment dates and position(s) you held, where this experience was obtained. If you answered 'None' please list N/A in the provided space.

- * 13. Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Indeed, LinkedIn, etc)
- ☐ Social Media (Facebook, Twitter, etc)
- ☐ Advertisement (Newspaper, Internet, Radio, etc)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

- * Required Question